PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Research Center Employees **Date:** 1996 May 8

From: Marian Z. DeBardeleben

Subject: **Records Retention of "Collected" Documents**

Attached is a memorandum from the Philip Morris Legal Department about the retention of documents that have already been collected for audits, investigations, and court cases. This is a reminder that such documents, identified by the stamps listed in the memo, are under indefinite disposal suspension. Paragraph 3 describes several ways in which you may handle these documents. Please note that the Company-approved storage facility for R&D is accessible to you only through Central File. Feel free to contact someone on the Central File staff if you need assistance with storage of suspended documents.

Please keep this notice with your records manual as a reminder to the proper disposition of collected documents.

Do not hesitate to phone me (x2876) or Charity Harris (x2411) if you have questions.

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Source: https://www.industrydocuments.ucsf.edu/docs/qsmk0001